Pursuant to Chapter 18A and Personnel regulations, the Personnel Cabinet reviews all agency actions submitted through the Kentucky Human Resource Information System (KHRIS). For hiring actions involving merit (classified) positions, an additional review and preliminary approval is required prior to making any requests through the Career Opportunities System (COS).

EXCEPTION: This process and requirement only applies to agencies that fall within KRS Chapter 12 and 18A; however, it should be noted that the following agencies are specifically excluded.

- *Legislative Research Commission (LRC)*
- *General Assembly*
- *Administrative Office of the Courts (AOC)*
- *Judicial Form Retirement Systems*
- *Personal Service Contractors (PSCs)*
- *100% Federally Funded positions*
- *County Clerks and Sheriff's Offices*
- *Property Valuation Administrators (PVAs)*
- *KRS Chapter 16*
- *Dept of Ed- Adult & Tech Education*
- *Constitutional Offices*
- *100% Grant Funded positions*

AGENCY - Process for Completing and Submitting the Request

When an agency determines that a merit position must be filled, the agency Human Resource (HR) Administrator should complete the **Request for Merit Hiring Action** form, available on the Personnel Cabinet's HR website under Resources/Forms-M "Merit". Instructions for completing, saving, and titling the request form are also available there. Please be sure to complete the form as instructed, otherwise it will be returned without review.

> MULTIPLE POSITIONS: If multiple positions with the same job title which will result in a single COS request are being requested, those additional positions numbers may be included on a single request form (all listed in the Position Number field). If separate COS requests will result, separate Business Requests and forms must be submitted.

NOTE: If the position is new and does not currently exist, the agency HR Administrator should establish the position within KHRIS in order to obtain a valid position number. The Request for Merit Hiring Action should not be submitted until the establishment is approved in KHRIS.

Once the request form is complete, the agency HR Administrator should access the Personnel Cabinet's HR website to submit a Business Request.

The Business Request Form should be completed as prompted.

Business Request Form

	DO NOT enter sensitive data such as SSN or DOB to this field.
Give a short title to help you keep track of future communications *	30008249 Accountant III
Please enter your full name *	Stephanie Carpenter
Email address at which you want to be contacted? *	StephanieL.Carpenter@ky.gov
Phone Number *	564-6616

Next

➢ The valid position number and job title should be used as the title of the Business Request. Once finished completing the remaining fields, click NEXT.

Business Request Form

Which agency does this request concern?

Please Select...
10-XXX___LEGISLATIVE BRANCH
20-XXX___JUDICIAL BRANCH
31-030___UNIFIED PROSECUTORIAL SYSTEM
31-035___DEPT OF AGRICULTURE
31-040___ATTORNEY GENERAL
31-045___AUDITOR OF PUBLIC ACCOUNTS
31-066___REGISTRY OF ELECTION FINANCE
31-070___GOVERNOR
31-074___DEPT OF VETERANS AFFAIRS
31-076___MILITARY AFFAIRS COMMISSION
31-082___KY INFRASTRUCTURE AUTHORITY
31-085___LIEUTENANT GOVERNOR
31-089___AGRICULTURAL DEVELOPMENT BOARD
31-094___THE OFFICE OF HOMELAND SECURITY
31-095___DEPT OF MILITARY AFFAIRS
31-096___KY NATIONAL GUARD
31-097___THE GOVERNORS OFFICE OF MINORITY EMPOWERMENT
31-099___OFFICE FOR FAITH BASED AND COMMUNITY NONPROFIT SOCIAL SERVICES
31-110___SECRETARY OF THE CABINET
31-112___DEPT FOR LOCAL GOVERNMENT
31-120___SECRETARY OF STATE
31-125___STATE TREASURER
31-133___BOARD OF HOME INSPECTORS
31-134___BOARD OF LICENSED DIABETES EDUCATORS
31-135___EARLY CHILDHOOD ADVISORY COUNCIL
31-136___KY BOARD FOR MEDICAL IMAGING AND RADIATION THERAPY
31-137___KY COMMUNICATIONS NETWORK AUTHORITY
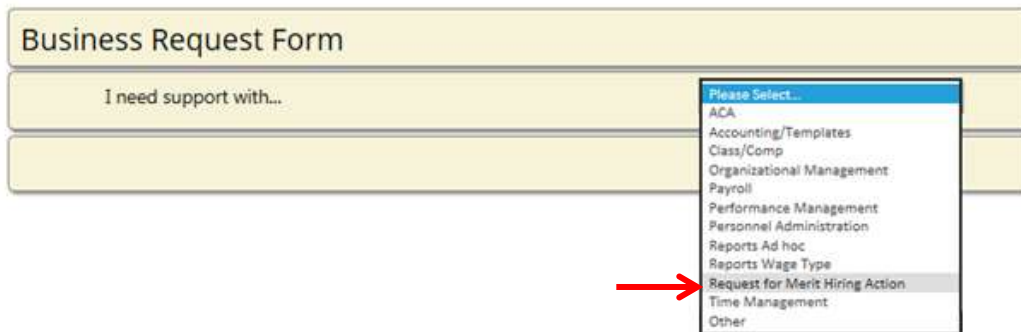31-150___BOARD OF ACCOUNTANCY
31-155___BOARD OF AUCTIONEERS

➢ Once the agency for which this request applies is selected, click NEXT.

Business Request Form

What is your business responsibility?

Please Select....
Agency HR Liaison
Financial Reporting
Human Resource Administrator
Insurance Coordinator
Performance Evaluation Liaison
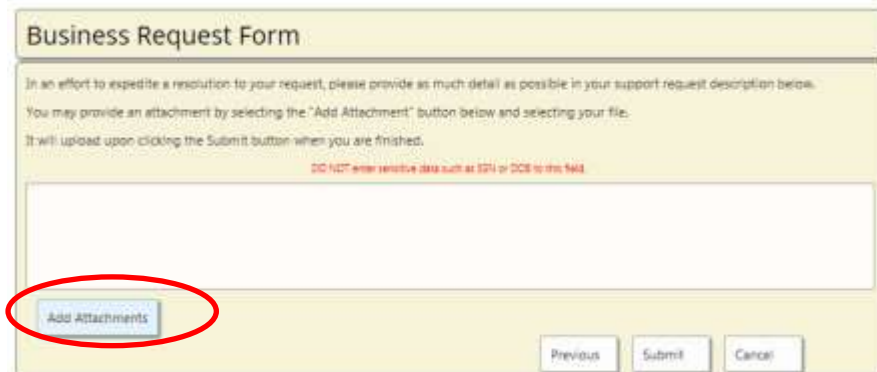Time Administrator
Time Keeper
Time Reporting

➢ Identify your business responsibility, and then click NEXT.

Business Request Form

I need support with...

Please Select...
ACA
Accounting/Templates
Class/Comp
Organizational Management
Payroll
Performance Management
Personnel Administration
Reports Ad hoc
Reports Wage Type
Request for Merit Hiring Action
Time Management
Other

➢ Select "Request for Merit Hiring Action", and then click NEXT.

Business Request Form

In an effort to expedite a resolution to your request, please provide as much detail as possible in your support request description below.

You may provide an attachment by selecting the "Add Attachment" button below and selecting your file.

It will upload upon clicking the Submit button when you are finished.

DO NOT enter sensitive data such as SSN or DOB in this field.

Add Attachments

Previous   Submit   Cancel

➢ Click ADD ATTACHMENT.

Business Request Form

In an effort to expedite a resolution to your request, please provide as much detail as possible in your support request description below.

You may provide an attachment by selecting the "Add Attachment" button below and selecting your file.
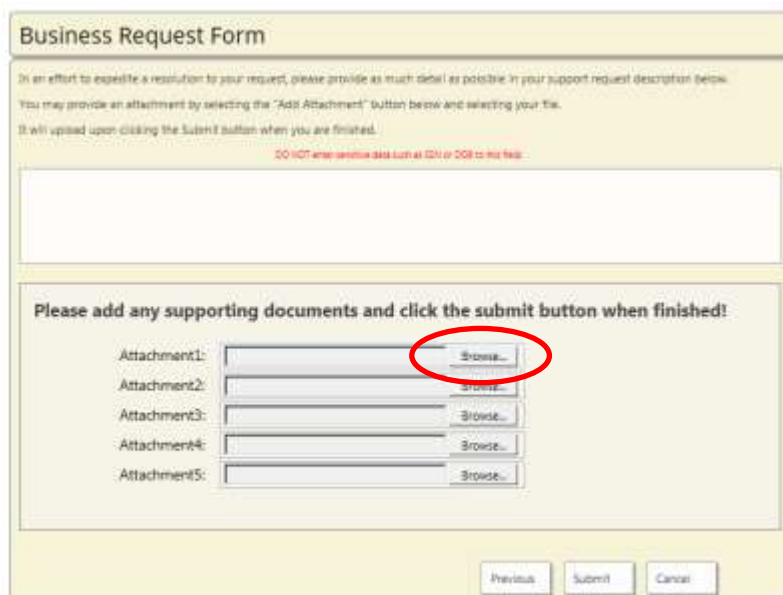
It will upload upon clicking the Submit button when you are finished.

DO NOT enter sensitive data such as SSN or DOB in this field.

Please add any supporting documents and click the submit button when finished!
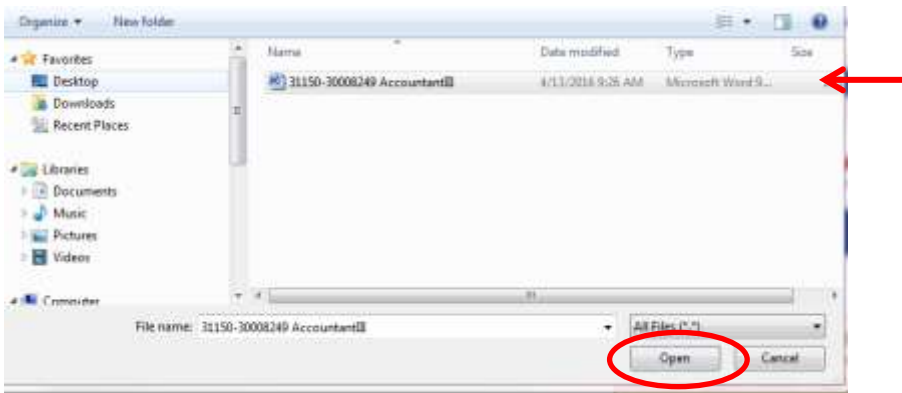
Attachment1: [_____] Browse...
Attachment2: [_____] Browse...
Attachment3: [_____] Browse...
Attachment4: [_____] Browse...
Attachment5: [_____] Browse...

Previous   Submit   Cancel

➢ Click BROWSE to the right of Attachment1.

➢ Locate and attach the completed request form.

Business Request Form

In an effort to expedite a resolution to your request, please provide as much detail as possible in your support request description below.

You may provide an attachment by selecting the "Add Attachment" button below and selecting your file.

It will upload upon clicking the Submit button when you are finished.

DO NOT enter sensitive data such as SSN or DOB to this field

Please add any supporting documents and click the submit button when finished!

Attachment1:	W:\PC\WebSites\HR-EE Websites\MeritHir	Browse...
Attachment2:		Browse...
Attachment3:		Browse...
Attachment4:		Browse...
Attachment5:		Browse...

Previous   Submit   Cancel

➢ Request form is attached, now click SUBMIT.

Business Request Form

You have successfully submitted your Business Support Request.

New Business Request: 34222 RE: 30008249 Accountant III

To return to the Support Portal CLICK HERE, or simply close your browser.

To submit another Business Request, please CLICK HERE.

Regards,

Your Personnel Cabinet Support Team

The Business Request for requesting a merit hiring action has now been submitted and will be routed automatically to the Personnel Cabinet Secretary for review. Please make note of the Business Request number for future correspondence.

New Business Request: 34222 RE: 30008249 Accountant III

AGENCY – Notification of Request Status

Following review by the Personnel Cabinet Secretary, the HR Administrator (who submitted the request), will receive an automatic email alert. These will come from SPAlerts, like any other Business request.

A copy of the approved request form is not necessary and will not be provided.

Approved **Requests**: The email will advise that the request was approved and the agency may proceed with the hiring action. This means that the COS request can now be submitted. (Please do not submit in advance of this approval.) Upon receipt, Register Branch staff will access the request to confirm the approved status. Requests approved by the Personnel Cabinet Secretary are valid for four (4) months from the date of the approval email. In the event that a position must be reposted, please provide the Business Request (ticket) number in the notes section of the COS request so the Register Branch is able to verify the previous approval.

Rejected **Requests**: The email will advise that the request was not approved and will provide the reason for the rejection. If it is necessary to resubmit a request, a new Business Request should be created.

Please note that a future email will be received once the Business Request is formally closed. For approved requests, this will take place as the COS request is processed. Rejected requests are closed monthly, therefore; emails notifying of their closure will be delayed.